

ROSS FY 1999 FUNDING

PART IV

CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

ROSS FY 1999 FUNDING CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

OVERVIEW

PROGRAM DESCRIPTION

These grants are available for two types of awards:

Capacity Building Grants (CB) are available to provide technical assistance and training activities to establish and strengthen organizational capacity for site-based resident associations that do not have the capacity to administer welfare-to-work and other programs, work with PHAs and Indian Tribes, or conduct management activities. Capacity Building Grants will be targeted to help establish new site-based resident organizations or enhance the capacity of existing organizations to assist residents, participate in Housing Agency decision making, manage all or a portion of their housing development, and develop skills and expertise needed to administer grants.

Conflict Resolution Grants (CR) are available to secure the services of professional mediators to resolve conflicts involving public and Indian housing residents and/or Site-Based Resident Associations. For Conflict Resolution Grants, a skilled mediator or partner, under the auspices of an applicant, will bridge impasses between residents and/or factions within specific developments, among active participants of a Site-Based Resident Association (RA), or between an RA and its partners, especially local Housing Agencies. The applicant must apply in partnership with a recognized professional mediation organization. All mediators must have entered into at least one referral agreement with judicial, law enforcement, or social services agencies to mediate for public and Indian housing residents, served by the agency.

ELIGIBLE APPLICANTS

- Intermediary Resident Organizations (IROs) on behalf of public and Indian housing residents, which include Public and Indian Housing Site-Based Resident Councils, Resident Management Corporations, and Tribes or TDHEs on behalf of tribal residents and tribal RAs, may apply for Capacity Building and/or Conflict Resolution grants. IROs include National Resident Organizations, Statewide Resident Organizations, Regional Resident Organizations, City-Wide Resident Organizations (CWRO), and Jurisdiction-Wide Resident Organizations.
- Non-profits that operate as associations and/or networks that administer programs that benefit public, assisted, and Indian housing resident organizations are also eligible for this funding category.
- An applicant that is not a CWRO must serve a minimum of 10 RAs.
- Previous TOP grantees must demonstrate that they have spent at least 75% of any prior grant by the publication date of this NOFA.

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ELIGIBLE ACTIVITIES

Capacity Building. Eligible activities for CB grants may include, but are not limited to:

- Training Board members in community organizing, Board development, and leadership training;
- Determining the feasibility of and training existing resident groups for resident management or for a specific resident management project;
- Assisting in the creation of an RMC, such as consulting and legal assistance to incorporate, preparing by-laws and drafting a corporate charter;
- Developing the management capabilities of existing resident organizations;
- Determining the feasibility of homeownership by residents, including assessing the feasibility of other housing (including HUD-owned or held single or multi-family) affordable.

Conflict Resolution. Conflict resolution grant activities may include, but are not limited to:

- Efforts to address conflicts related to gang violence;
- Establishing violence-free zones to enhance the quality of living environment for public and Indian housing residents;
- Training programs on mediation and communication skills;
- Training programs on dispute resolution and reconciliation, including training addressing racial, ethnic and other forms of diversity;
- Workshops for youth services including: child abuse and neglect prevention, tutorial services, youth leadership skills, youth mentoring, peer pressure reversal, life skills, goal planning, health, and nutrition. The workshops may be held in partnership with community-based organizations such as local Boys and Girls Clubs, YMCA/YWCA, Boy/Girl Scouts, Campfire and Big Brother/Big Sisters, etc.
- Training in the development of strategies to successfully implement a youth program. For example, assessing the needs and problems of youth, improving youth initiatives that are currently active, and training youth, housing agency staff, resident management corporations and resident councils on youth initiatives and program activities.

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APPLICATION SELECTION PROCESS

Applicants for the Conflict Resolution or Capacity Building grants are required to address application submission requirements but are not required to address selection factors. Applicants are required to include letters of support from the PHA, or Tribe/TDHE on behalf of RAs or Tribal ROs and RMCs to be served.

Eligibility will be determined by applications that meet the threshold requirements. HUD will accept for funding the first two eligible applications from each of the ten federal regions and from ONAP National Program Office in Denver on a first-come, first-serve basis for 60 days after this NOFA is published.

Any funds remaining after making awards to the first two eligible applications from each region or ONAP will be awarded to the next eligible application from each region or ONAP, then the next, and so forth until funds are exhausted. If sufficient funds are not available in any round to fund an eligible application from ONAP, or if funds remain available after funding every eligible ONAP application, the remaining funds are transferable to other funding categories in the following order: first, to qualifying applications from Tribes/TDHEs for Resident Service Delivery Models; second to qualifying applications from Tribes/TDHEs for Resident Management and Business Development; and third, to qualifying applications for Resident Capacity Building or Conflict Resolution.

In addition, if all funds are not awarded in this funding category to eligible applications received within 60 days after this NOFA is published, funds are transferable to other non-Tribe/TDHE funding categories in this NOFA in the following order: first, Service Coordinators; second, Resident Management and Business Development; third, Resident Service Delivery Models.

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Applicant: _____ **Date:** _____

APPLICATION CHECKLIST

Your application is complete when you have the following:

- ☐ **Cover Materials (See Part II of this application kit for forms in this tab.)**
Table of Contents/Checklist
 - ☐ Table of Contents
 - ☐ Application Checklist
 - ☐ Application for Federal Assistance (Form SF-424)
 - ☐ Budget Information —Non-Construction Programs (Form SF-424A)
 - ☐ Fact Sheet
 - ☐ Program Summary

- ☐ **TAB I**
Threshold Requirements
 - ☐ Threshold Checklist
 - ☐ Written Agreement With Mediator (Conflict Resolution only)
 - ☐ Mediation Experience Certification (Conflict Resolution only)
 - ☐ Applicant Nonprofit Status
 - ☐ Compliance with Current Programs
 - ☐ Match Requirements
 - ☐ List of RAs Receiving Support
 - ☐ Compliance with Civil Rights Requirements Certification

- ☐ **TAB 2**
Program Description and Budget
 - ☐ Needs Assessment Report

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APPLICATION CHECK LIST (Continued)

Tab 2 (Continued)

- ☐ Chart A: Activity Plan Summary
- ☐ Chart B: CB/CR Activity Breakout
- ☐ Chart C: Program Resources
- ☐ Chart D: Detailed Budget
- ☐ Chart E: Program Staffing
- ☐ Staff Position Descriptions
- ☐ Resumes
- ☐ Chart F: Applicant Track Record



TAB 3

Other Certifications and Assurances (See Part VII of this Application Kit for all forms in this tab.)

- ☐ Assurances – Non-Construction Programs (Form SF-424B)
- ☐ Certification for a Drug-Free Workplace (Form HUD–50070)
- ☐ Applicant/Recipient Disclosure/Update Report (Form HUD-2800)
- ☐ Applicant’s Disclosure on Lobbying Activities
- ☐ Disclosure of Lobbying Activities (Form SF- LLL)
- ☐ Certification of Payments to Influence Federal Transactions (Form HUD-50071)
- ☐ Certification or Disbarment and Suspension (Form HUD–2992)
- ☐ Acknowledgement of Application Receipt

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**CAPACITY BUILDING AND/OR
CONFLICT RESOLUTION**

TAB 1

THRESHOLD REQUIREMENTS

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THRESHOLD CHECKLIST

Applicant:_____ **Date:**_____

You must address the following threshold requirements for your application to be complete and acceptable for rating and ranking. You can verify that information is included in your application kit by using a check mark in the space provided. Please note that HUD will also verify that information is included appropriately. (See NOFA, Section IV(B)(7) and VII)

THRESHOLD REQUIREMENT	APPLICANT USE ONLY	HUD USE USE ONLY
1. Written Agreement with Mediator (Conflict Resolution only)	_____	_____
2. Mediation Experiences (Conflict Resolution only)	_____	_____
3. Applicant Nonprofit Status (RA and Non-profit Applicants only)	_____	_____
4. Compliance with Current Programs	_____	_____
5. Match Requirements	_____	_____
6. List of RAs to Receive Training, Technical Assistance or Supportive Services	_____	_____
7. Compliance with Civil Rights Requirements	_____	_____

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CAPACITY BUILDING AND/OR CONFLICT RESOLUTION**

Applicant:_____ **Date:**_____

Threshold Requirements

See NOFA, Section IV, B, (7)

1. Written Agreement with Mediator. Conflict Resolution applicants **only** must have a written agreement with a professional mediator or mediation organization (mediator/partner) outlining the roles and responsibilities of each party, as well as any compensation to the mediator/partner (which must be reasonable and based on the work to be performed) defined. The written agreement must specify, consistent with the work plan, that the mediator/partner will train grantee staff and/or volunteers such that the grantee will be capable of providing mediation assistance independently by the end of the grant term.

This document is the foundation for the relationship between the applicant and mediator. The written agreement may be contingent upon an applicant receiving a grant award. It must be precise and outline specific duties to be accomplished under the grant. The agreement must be finalized, dated, and signed by duly authorized officials of the applicant and mediator organization upon submission of the application.

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Applicant:_____ **Date:**_____

2. Mediation Experience/Referral Agreement. **Conflict Resolution applicants only** must provide evidence that its mediator/partner PHA(s) or Tribe/TDHE have at least three years of experience in providing mediation services and at least two years of experience in mediation training; and include at least one referral agreement with a judicial, law enforcement, or social service agency such as the court system or Welfare Department for mediation referral of public and Indian housing residents. The referral agreement must commit the agency to refer public and Indian housing residents who are clients of the agency to the applicant for mediation services as appropriate, and must state the circumstances under which it would make such referrals.

The Certificate of Experience follows on the next page. Please add partner agency names and signatures as necessary.

Evidence of a referral agreement shall be a signed, dated letter from a judicial, law enforcement, or social service agency such as listed above firmly committing to provide mediation referral of public and Indian housing residents. This letter should outline what services the partner will provide, over what time period, for how many residents.

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CERTIFICATE OF EXPERIENCE

The Applicant _____ certifies that:

_____ All mediator/PHA/Tribe/TDHE partners have at least three years of experience in providing mediation services.

_____ All mediator/PHA/Tribe/TDHE partners have at least two years of experience in providing mediation training.

Applicant Signature

Date

Partner Agency Name

Date

Partner Signature

Partner Agency Name

Date

Partner Signature

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Applicant:_____ **Date:**_____

3. Applicant Nonprofit Status. Both CB and CR applications not from Tribes or TDHEs must provide evidence that the applicant is registered with the State as a nonprofit corporation **and** has 501(c) nonprofit corporation status with the United States Internal Revenue Service at the time of application submission.

Evidence of incorporation with the State for all nonprofit applicants shall be a copy of the Certificate of Incorporation or Certificate of Good Standing from the State government (Secretary of State or Secretary of Corporations). Evidence of an applicant's current nonprofit status shall be a copy of the IRS's designation.

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Applicant:_____ **Date:**_____

4. Compliance with Current Programs. Both CB and CR applicants must provide certification on the format provided in the application kit that the applicant and the mediation partner are not in default at the time of application submission with respect to any previous HUD funded grant programs the applicant received and that there are no unresolved Office of Inspector General findings against the applicant or mediation partner.

CB/CR APPLICANT/ADMINISTRATOR CERTIFICATION

I CERTIFY that my response to the following three questions are correct:

1. Is there any current HUD declaration of default against your organization for failure to meet any contractual obligation?
2. Are there any unresolved HUD Office of Inspector General Findings against your organization, or, if applicable, mediation partner?
YES or NO (Please circle one.) (Explain any "YES" response.)
3. Are there any unresolved HUD Fair Housing and Equal Opportunity monitoring review findings or HUD Field Office management review findings against your organization?
YES or NO (Please circle one.) (Explain any "YES" response.)

Signed this _____ day of _____, 1999

By:_____
Applicant Executive Director or other Authorized Representative

For:_____
Applicant Name

Verified by:_____ Date:_____
For GMC

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Applicant:_____ **Date:**_____

5. Match Requirement. Both CB and CR applicants must supplement grants funds with an in-kind and/or cash match of not less than 25% of the grant amount. This match does not have to be a cash match. The match may include: the value of in-kind services, contributions or administrative costs provided to the applicant; funds from Federal sources (but not ROSS, EDSS, TOP, or SC funds); funds from any State, Tribe, or local government sources; and funds from private contributions.

Both CB and CR applications must demonstrate that the cash or in-kind resources and services, which the applicant will use as match amounts (including resources from the applicant's Comprehensive Grant, other governmental units/agencies of any type, and/or private sources, whether for-profit or not-for-profit), are firmly committed and will support the proposed grant activities. "Firmly committed" means there must be a written agreement to provide the resources and services, signed by an official legally able to make commitments on behalf of the organization. The written agreement may be contingent upon an applicant receiving a grant award.

Attach all separate firm commitments that equal at least 25% of the CB/CR grant amount requested.

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Applicant:_____ **Date:**_____

6. List of RAs Receiving Support. In both CB and CR applications, eligible applicants must list in their application the name of the RAs, including tribal RAs, that will receive training, technical assistance and/or coordinated supportive services **and** must submit letters of support from each entity identified in the application.

List of Resident Associations Participating with the Intermediary Resident Organization	
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(Only Intermediary Resident Organization Applicants Need to Complete and Submit this Chart)

[illegible]

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CAPACITY BUILDING AND/OR CONFLICT RESOLUTION**

Applicant: _____

Date: _____

7. Compliance with Civil Rights Requirements. You must be in compliance with all fair housing and civil rights laws, statutes, regulations, and executive orders as enumerated in 24 CFR 5.105(a). Federally recognized Indian tribes must comply with the *Age Discrimination Act of 1975* and the *Indian Civil Rights Act*. If you, the applicant, (a) have been charged by the Secretary with a violation of the *Fair Housing Act*, (b) are the defendant in a *Fair Housing Act* lawsuit filed by the Department of Justice, or (c) have received a letter of noncompliance findings under Title VI of the *Civil Rights Act*, Section 504 of the *Rehabilitation Act*, or Section 109 of the *Housing and Community Development Act*, then you are not eligible to apply for funding under this NOFA until you resolve such charge, lawsuit, or letter of findings to the satisfaction of HUD. Complete the following certification. (See NOFA, Sections VII(A), VII(B), and VIII(A).)

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CB/CR Certification of Consistency and Compliance

I CERTIFY that the proposed CB/CR activities will be consistent with the following and comply with all statutes, regulations, and U.S. Department of Housing and Urban Development guidance related to the following:

1. **Economic Opportunities for Low and Very Low-Income Persons.** Section 3 of the *Housing and Urban Development Act of 1968*, 12 U.S.C. sec. 1791u, Economic Opportunities for Low and Very Low-Income Persons; HUD regulations at 24 CFR part 135, including but not limited to subpart E and G reporting requirements; and any Section 3 employment, housing opportunity, or other plan adopted by the Housing Agency.
2. **Fair Housing.** Affirmative duty to further fair housing, including elimination of impediments to fair housing; the local jurisdiction or regional Analysis of Impediments to Fair Housing Choice; and the affirmative duty to carry out activities proposed specifically in the CB/CR application to address the furtherance of fair housing.
3. **Uniform Relocation.** *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended (URA) and implementing regulations at 49 CFR part 24.
4. **Nondiscrimination.** The *Americans with Disabilities Act*, Title IX of the *Education Amendments Act of 1972*, the *Fair Housing Act*, Title VI of the *Civil Rights Act of 1964*, the *Equal Pay Act*, Section 504 of the *Rehabilitation Act of 1973*, the *Age Discrimination Employment Act of 1967*, and the *Age Discrimination Act of 1975*.
5. **Cost Principles.** OMB Circular No. A-122 (Cost Principles for Nonprofit Organizations) or OMB Circular No. A-87 (Cost Principles for Local Units of Government), as appropriate.
6. **Administrative Requirements.** The administrative requirements of 24 CFR part 84 or part 85, as appropriate.

Signed this _____ day of _____, 1999.

By: _____
Applicant Chief Executive Officer or Other Authorized Representative

For: _____
Applicant

Verified by: _____ Date _____
For GMC

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TAB 2

PROGRAM DESCRIPTION AND BUDGET

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Applicant Name:_____ **Date:**_____

Application Submission Requirements

In addition to addressing the application submission requirements in this NOFA, applicants for the CB and CR grants must provide a narrative description of the proposed activities that addresses the following information: a description of the geographic boundaries of the public or tribal housing RAs; a description of the public or Indian housing community; a detailed description of the issues or problems involved with each RA to be served by the grant; and the resources that are currently being devoted to the problem or issue under consideration.

Use the following needs assessment to address these requirements.

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NEEDS ASSESSMENT

Please address **either** capacity building or conflict resolution according to your proposed application.

1. Describe the geographic boundaries of the proposed capacity building or conflict resolution area. Include a list of State, county, tribal, and municipal jurisdictions in the service area. Describe the area also in terms of size (e.g., square miles) and neighborhoods or other commonly used names to describe parts of the service area. Include a map if possible.

2. Provide a thorough description of the current public and Indian housing community and how it relates to the need for capacity building or conflict resolution, for example, describe human relations problems related to illegal gang activity in the community and other crimes; relations among various racial, ethnic and socio-economic groups; and relations between residents, resident leaders and community institutions such as the police, schools, and welfare department. Specific information should be provided on the relationship between the housing agency and the resident groups. Include statistical data with your discussion. Use additional pages as needed; but be concise.

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NEEDS ASSESSMENT (Continued)

3. Based on your response to Question 2, identify in detail problems or issues that would benefit from conflict resolution or capacity building.

4. What resources are currently available to residents in the development or provided by the housing authority or Tribe/TDHE to resolve problems (e.g., alternate conflict resolution clinics, peer counselors, informal intervention by community police)? Include the number and type of services, the location of services, and community facilities currently in use. (Exclude the courts and police arrest). **(For conflict resolution applicants only.)**

5. What resources are currently available to residents or resident organization in the development or provided by the housing authority or Tribe/TDHE to build capacity or management. Include the number and type of services, the location of services, and community facilities currently in use.

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Applicant Name:_____ **Date:**_____

Timetable, Activity Plan Summary, and Activity Breakout

You must demonstrate that your program will make substantial progress within the first 6 months after grant execution including putting staff in place, finalizing partnership arrangements, completing the development of requests for proposals, and achieving other milestones that are prerequisites for implementation of the program. In addition you must demonstrate that your proposed timetable for all components of your proposed program is reasonable considering the size of the grant and your activities and that you can accomplish your objectives within the 36-month time limit.

Also, complete Chart A, Activity Plan Summary, and a separate Chart B, Activity Breakout, for each activity specified in Chart A. Samples are provided of both charts.

Sample Chart A
CB/CR ACTIVITY PLAN SUMMARY

Applicant Name: Ourtown IRO

Date: 8/1/99

	Phase/Activity	Start/End Date	Milestones	Participating Partner/Activity
1	Start-up Activities: Procurement procedures with trainers, outreach to resident to organizations, boards and public and Indian housing residents	11/1/99 – 1/1/00	Complete HUD procurement training. Sign contracts with 3 trainers.	Nonprofit community-based organization; local community college; housing counseling agency
2	Weekly community organizing training	2/1/00 – 6/1/00	Participate in weekly comm. organization training. Begin outreach to residents.	Nonprofit community-based organization.
3	Board development training	3/1/00 – 10/31/01	Participate in monthly sessions to improve Board capacity.	Local community college
4	Initial study of homeownership feasibility	1/1/01 – 6/31/01	Learn about homeownership opportunities, conduct resident survey and assess results.	Housing counseling agency
5	Closing activities: grant audit, grant close out and evaluation	7/1/01 – 10/31/01	Evaluate and close out grant successfully	Applicant, local community college
6				

Overall Program Objectives: Improve resident management skills of members of resident organizations.

Chart A
CB/CR ACTIVITY/PROGRAM PLAN SUMMARY

Applicant Name: _____ Date: _____

	Phase/Activity	Start/End Date	Milestones	Participating Partner/Activity
1				
2				
3				
4				
5				
6				

Overall Program Objectives: _____

SAMPLE Chart B
CB/CR ACTIVITY 3 BREAKOUT

for Phase/Activity Board Dev. Training **Applicant Name:** Ourtown IRO **Date:** 8/1/99

	ACTIVITY/TASK	START DATE END DATE	ORGANIZATIONS INVOLVED/ROLES
A	Outreach for monthly training sessions; post announcements in developments, local papers, resident organization minutes; speak at resident meetings.	3/1/00 – 10/31/01	Applicant
B	Development of areas of training for each of 18 sessions	3/1/00 – 4/1/00	Applicant Local Community College
C	Workshop on ethics	4/15/00	Applicant Local Community College
D	Workshop on strategies for motivating the board	5/15/00	Applicant Local Community College
E	Workshop on leadership skills for decision making in groups.	6/15/00	Applicant Local Community College
F	Workshop on improving effectiveness of communication	7/15/00	Applicant Local Community College

Activity Milestone: Improve resident management skills of 30 members of resident organizations.

Chart B
CB/CR ACTIVITY BREAKOUT

for Phase/Activity _____ Applicant Name: _____ Date: _____

	ACTIVITY/TASK	START DATE END DATE	ORGANIZATIONS INVOLVED/ROLES
A			
B			
C			
D			
E			
F			

Activity Milestone: _____

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Applicant Name:_____ **Date:**_____

Program Resources and Budget

Please address your ability to secure community resources to be combined with HUD program resources to achieve your proposed CB/CR program's purposes. HUD will consider the extent to which you have partnered with other entities to secure additional resources to increase the effectiveness of your proposed program activities. Your budget must reflect leveraged resources based on firm commitments of funds or the value of personnel, facilities, equipment, or other in-kind resources. "Firmly committed" means there is a written agreement to provide the resources. The agreement may be contingent on your receiving CB/CR funding and services that must be signed by an official legally able to make commitments on behalf of the organization.

Provide detailed narrative information on the roles and responsibilities of each partner and their contribution(s). (Partners that will administer CB/CR funds should be designated "subgrantees.") Also, complete chart C, Program Resources, and a budget.

Specify the amount and type of resources and services that your partner firmly commits to contribute to your grant program, including your supplemental grant funds with a cash and/or in-kind contribution match of not less than 25% of the grant amount. In valuing volunteer time or services and donated items, use the following guidelines:

- (a) The value of volunteer time and services shall be computed at a rate of \$6.00 per hour, except that the value of volunteer time and service involving professional and other special skills shall be computed on the basis of the usual and customary hourly rate paid for the service in the community where the CB/CR activity is located.
- (b) The value of any donated material equipment, building, or lease shall be computed based on the fair market value at time of donation. Such value shall be documented by bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated. The documentation shall be not more than 1 year old and taken from the community where the item or CB/CR activity is located.

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CHART C CB/CR Program Resources

Applicant Name: _____ **Date:** _____

Name of Provide/Partner	Activity	Type of Resource	Dollar Value of Resource	Page No. of MOU/MOA	HUD Use Only
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
Total of Provider/Partner Contributions			\$		
Requested CB/CR Grant Funds			\$		
TOTAL PROGRAM RESOURCES			\$		

Chart D: Detailed CB/CR Budget

#	ACTIVITY	BUDGET ITEM		CB/CR GRANT FUNDS	PARTNER FUNDS	TOTAL FUNDS
1		CB/CR COSTS		Applicant Personnel		
			Applicant Admin & Other			
			Contractor(s)			
			Subgrantee			
		NON-CB/CR COSTS		Applicant		
			Partners:			
		TOTAL COSTS				
2		CB/CR COSTS		Applicant Personnel		
			Applicant Admin & Other			
			Contractor(s)			
			Subgrantee			
		NON-CB/CR COSTS		Applicant		
			Partners:			
		TOTAL COSTS				
3		CB/CR COSTS		Applicant Personnel		
			Applicant Admin & Other			
			Contractor(s)			
			Subgrantee			
		NON-CB/CR COSTS		Applicant		
			Partners:			
		TOTAL COSTS				

Chart D: Detailed CB/CR Budget (continued)

#	ACTIVITY	BUDGET ITEM	CB/CR GRANT FUNDS	PARTNER FUNDS	TOTAL FUNDS
4		CB/CR COSTS	Applicant Personnel		
			Applicant Admin & Other		
			Contractor(s)		
			Subgrantee		
		NON-CB/CR COSTS	Applicant		
			Partners:		
		TOTAL COSTS			
5		CB/CR COSTS	Applicant Personnel		
			Applicant Admin & Other		
			Contractor(s)		
			Subgrantee		
		NON-CB/CR COSTS	Applicant		
			Partners:		
		TOTAL COSTS			
6		CB/CR COSTS	Applicant Personnel		
			Applicant Admin & Other		
			Contractor(s)		
			Subgrantee		
		NON-CB/CR COSTS	Applicant		
			Partners:		
		TOTAL COSTS			

Chart D: Detailed CB/CR Budget (continued)

#	ACTIVITY	BUDGET		CB/CR GRANT FUNDS	PARTNER FUNDS	TOTAL FUNDS
		ITEM				
7		CB/CR COSTS		Applicant Personnel		
			Applicant Admin & Other			
			Contractor(s)			
			Subgrantee			
		NON-CB/CR COSTS		Applicant		
			Partners:			
		TOTAL COSTS				
8		CB/CR COSTS		Applicant Personnel		
			Applicant Admin & Other			
			Contractor(s)			
			Subgrantee.			
		NON-CB/CR COSTS		Applicant		
			Partners:			
		TOTAL COSTS				
9		CB/CR COSTS		Applicant Personnel		
			Applicant Admin & Other			
			Contractor(s)			
			Subgrantee			
		NON-CB/CR COSTS		Applicant		
			Partners:			
		TOTAL COSTS				

Chart D: Detailed CB/CR Budget (continued)

#	ACTIVITY	BUDGET ITEM		CB/CR GRANT FUNDS	PARTNER FUNDS	TOTAL FUNDS	
10		CB/CR COSTS		Applicant Personnel			
			Applicant Admin & Other				
			Contractor(s)				
			Subgrantee				
		NON-CB/CR COSTS		Applicant			
			Partners:				
		TOTAL COSTS					
11		CB/CR COSTS		Applicant Personnel			
			Applicant Admin & Other				
			Contractor(s)				
			Subgrantee				
		NON-CB/CR COSTS		Applicant			
			Partners:				
		TOTAL COSTS					
#	ACTIVITY	BUDGET ITEM		CB/CR GRANT FUNDS	PARTNER FUNDS	TOTAL FUNDS	
12		CB/CR COSTS		Applicant Personnel			
		TOTAL COSTS					
		TOTAL CB/CR BUDGET					
			BUDGET ITEM	CB/CR GRANT COST	NON CB/CR COST	TOTAL COST	
		CB/CR COSTS		Applicant Personnel			
			Applicant Admin & Other				
			Contractor(s)				
			Subgrantee(s)				
		NON-CB/CR COSTS		Applicant			
			Partners				
		TOTAL COSTS					

ROSS FY 1999 FUNDING CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

Applicant:_____ **Date:**_____

Proposed Program Staffing

Please address the extent to which your organization has the resources necessary to successfully implement your proposed activities in a timely manner.

Include a narrative description of your proposed staffing (paid or volunteer) in support of your proposed program and proposed coordination among service providers; a completed Chart E, an organization chart, staff position descriptions, and resumes. Collectively, these items should identify the following:

- 1) An explanation of how your staffing plan is structured to accomplish your program objectives;
- 2) A staff person(s) who will have primary responsibility for effective overall coordination of your program on a day to day basis and what percentage of his/her time will be committed to this responsibility;
- 3) Administrator staff persons, position descriptions, proposed roles in implementing the CB/CR program, relevant skills, and percentage of time allocated to the program;
- 4) A comprehensive break-out of who will provide training and related services and how the services will be delivered. Indicate who will conduct training: you, the Contract Administrator, a contractor, or other partner.
- 5) Your project management structure, including the use of a Contract Administrator. Describe how co-applicants, subgrantees, and other partner agencies relate to the program administrator as well as the lines of authority and accountability among all components of your proposed program.
- 6) Your fiscal management structure, including but not limited to budgeting, fiscal controls, and accounting. Clearly identify the staff responsible for fiscal management, and the processes and timetable for implementation during your proposed grant period.

Chart E: PROGRAM STAFFING

Applicant Name: _____

I. Applicant				
<i>Name of Staff Person</i>	Organization and Position	Role in Grant Program	Percent of Time on Grant	Cost to Grant

II. CONTRACTOR ROLE		
Type of Contractor to be Solicited	Role in Grant Program	Estimated Cost to Grant Program

**ROSS FY 1999 FUNDING
CAPACITY BUILDING AND/OR CONFLICT RESOLUTION**

Applicant:_____ **Date:**_____

Applicant Track Record

Instructions for Chart F

Complete the Applicant Track Record Chart in this Tab (Chart F). A sample and blank chart are located in this Tab. Include in Chart F your prior performance in successfully carrying out grant programs designed to assist resident associations in capacity building or conflict resolution skills.

SAMPLE – Chart F: CB/CR APPLICANT TRACK RECORD

Applicant: Ourtown IRO

HUD PROGRAM	PROJECT NUMBER	% OF TERM COMPLETED	% FUNDS DRAWN DOWN	MAJOR GOAL #1	% COMPLETE	MAJOR GOAL #2	% COMPLETE
Youth Apprenticeship Program	PA99YAP 002033 94	100%	75%	To enable 30 resident youth to complete community service programs.	90%	To enable 30 resident youth to complete apprenticeship training.	67%
Drug Elimination Grant	PA99DEP 00306095	90%	80%	To train resident patrols in seven developments.	71%	To implement resident patrols in seven developments.	57%

Chart F: CB/CR Applicant Track Record

Applicant: _____

Program	Project Number	% of Term Complete	% of Funds Drawn Down	Major Goal #1	Percent Complete	Major Goal #2	Percent Complete

ROSS FY 1999 FUNDING

CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

TAB 3

**Other Certifications
And Assurances**

**ROSS FY 1999 FUNDING
CAPACITY BUILDING AND/OR CONFLICT RESOLUTION**

CERTIFICATIONS AND ASSURANCES

Insert in this tab the following signed forms:

- ☐ Assurances – Non-Construction Programs (Form SF-424B)
- ☐ Certification for a Drug-Free Workplace (Form HUD–50070)
- ☐ Applicant/Recipient Disclosure/Update Report (Form HUD-2800)
- ☐ Applicant's Disclosure on Lobbying Activities
- ☐ Disclosure of Lobbying Activities (Form SF- LLL)
- ☐ Certification of Payments to Influence Federal Transactions (Form HUD-50071)
- ☐ Certification or Disbarment and Suspension (Form HUD–2992)
- ☐ Acknowledgement of Application Receipt

